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25 February 1955

MEMORANDUM FOR: Heads of Career Services

SUBJECT: Reporting Activities of the Career Services

REFERENCES: A. [] Organization and Functions, 25X1A
Office of Personnel
B. [] the CIA Career Council and 25X1A
the Career Services

RESCISSION: Memorandum dated 23 October 1952 from CIA Career Service Board to Heads of Career Services, Subject: Report of Career Service Activities

1. Reference A assigns the responsibility for administering and monitoring the Agency Career Service Program to the Director of Personnel. Through review of the activities of the Career Boards, the Director of Personnel is to advise the Director of Central Intelligence periodically of the Program's effectiveness and accomplishments. Reference B authorizes the Director of Personnel to advise and assist the Heads of Career Services in carrying out all aspects of their responsibilities for personnel career management.

2. Reports concerning the activities and accomplishments of the various Career Services will be submitted by the Director of Personnel to the Director of Central Intelligence through the CIA Career Council upon the Director's request or whenever the Council deems appropriate.

3. In order to carry out the reporting requirement, it is necessary that a current record of the accomplishments of your Career Board and the activities of your Career Board be maintained and that these be reported to the Director of Personnel as shown below:

- a. Reports, in an original and two copies, should be submitted on a quarterly basis and will be due on the fifteenth of the month following the end of the quarter.
- b. Reports should summarize the activities of your Career Service including those of the Boards, Panels, Sub-Boards, and Committees concerned with the personnel management of that Service. Particular attention should be given to the establishment of policies and procedures, to the resolution of problems encountered, and to the presentation of recommendations specifically related to the Career Service concerned or to the Agency's program of personnel management generally.
- c. Work loads and statistics may be attached where pertinent.

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- d. All issuances and notices of the Office or Career Service concerned, issued during the quarter, that relate to personnel management should be attached. These should include those relating to membership, compositions, and organization of Boards and sub-units.
4. The first report should cover the period 1 January 1955 through 31 March 1955 and will be due on 15 April 1955.

/s/
Harrison G. Reynolds
Chairman, CIA Career Council

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